

Emergency Action Plan

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6.1 PURPOSE

To define and establish Emergency Action Plans to ensure employee safety in case of fire, inclement, weather, threats, violence, hazardous release/spill, or similar emergency situations at each T.A. Woods Company facility and work site. The emergency action plan should be site specific and in writing with the intent to contain damage and limit any losses. Emergency Action Plans should be periodically tested to ensure effectiveness.

6.2 GENERAL

Dealing effectively with any type of emergency situation depends on preplanning, prompt notification, coordinated mobilization, quick implementation of specific duties and assignments, and the optimum use of the T.A. Woods Company's emergency resources

In complying with OSHA emergency action plan requirements, it is T.A. Woods Company's policy that only management and supervisory personnel are required to respond to the emergencies identified in this procedure. Mechanics, apprentices and helpers are not required to perform response duties in connection with this procedure with the exception of becoming familiar with the alarm and escape procedures identified in the emergency action plan and location(s) where they must gather for a headcount.

Similarly, only management, supervisory, and other designated personnel are required to operate fire suppression equipment.

6.3 REQUIREMENTS FOR AN EMERGENCY ACTION PLAN

The following minimum elements must be included in an Emergency Action Plan:

6.3.1 The Plan must be site specific, in writing, and provided in a common location such as the site office or storage connex.

- 6.3.2** The Plan must provide response actions to emergency situations which are reasonably expected to result from a fire and/or explosion, the release of toxic gasses or chemicals, natural disasters, violence or threat of violence, or other condition which has the potential to cause injury or death.
- 6.3.3** If a field location where TAW is not the controlling contractor or host employer, elements of plan of controlling contractor or host employer which affect our workers must be reflected in the job-specific emergency action plan. As a general preparedness, the company will abide by a general contractor's or host employer's emergency action plan, provided it ensures a level of protection at minimum equivalent to the policies set forth in this procedure.
- 6.3.4** The methods by which all types of emergency situations are announced must be feasible. A suitable alarm system (verbal, radio, bell, klaxon, air horn, etc.) to alert persons to an emergency is required at all locations.
- 6.3.5** Procedures to be followed by personnel who, as a condition of their employment, must remain in place to shut down any critical equipment before they can evacuate.
- 6.3.6** Procedures to account for all employees when an evacuation takes place including designated rally points. Employees are to remain at the rally point until a head count is taken and all employee accounted for. Directives will then be given by the TAW's supervisor.
- 6.3.7** Identify personnel and agencies who will provide rescue and/or medical duties as required.
- 6.3.8** The method of reporting an emergency to the host employer, controlling contractor, or outside emergency agencies.
- 6.3.9** Names and phone numbers of persons who can be contacted for additional information about the Emergency Action Plan.
- 6.3.10** Procedures to be used to ensure all employees understand the Emergency Action Plan and understand their responsibilities.

6.4 TRAINING

A Hazard Analysis of the project and associated work tasks will be conducted prior to the establishing the structure of the Emergency Action Plan. The Emergency Action Plan must be presented to the employees in understandable language. They must be trained so they know and understand their responsibilities under the Plan and can carry them out correctly even under stressful situations. As relevant and feasible, Plan must be practiced on a periodic basis to ensure familiarity.

Before implementing the Plan, the site supervisor will designate and train appropriate personnel. The Plan must be reviewed with each employee covered by the Plan at the following times: when the plan is initially developed; whenever designated responsibilities may change; or whenever the Plan itself is changed.

A drill is the most important part of any Emergency Action Plan. It is important to plan both announced and surprise drill to ensure understanding of the Plan and employee responsibilities.

6.5 EMERGENCY ACTION PLANS

The purpose of the Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life from any one of the following kinds of events:

- 1) Tornado, hurricane, severe weather warning
- 2) Earthquake
- 3) Threats
- 4) Fire
- 5) Violence in the workplace
- 6) Hazardous chemical release or spill
- 7) Other emergency situations deemed

In the event of any such emergency, this Plan describes the responsibilities and action to be taken.

In the event of an emergency or disaster, a warning may come from any of the following sources: commercial radio or television; two-way radio or verbal communication; local police or fire department.

Notification of emergency warning: Person(s) receiving the notification of a possible disaster or in-house emergency should notify a supervisor, manager, or Safety/HR immediately. The supervisor or manager will then convey the type of disaster or emergency situation to all employees present at the project site or facility.

Additional directives will be provided by Safety/HR and/or management.

First aid services: All personnel certified in first aid and CPR should be available to administer first aid and CPR as deemed necessary

Utility Controls: All supervisors will know the location and operation of main controls for shutting off the gas, electricity, and water leading into the building or jobsite.

Alarms: Each location will ensure that there is has a means of alerting all workers to the existence of an emergency. Depending on the size of the facility or jobsite, the type of “alarm” may range from verbal communications to audible warning devices.

Evacuation Routes: A map of all evacuation routes will be displayed in an appropriate visible location. Each map will show the route and exit to take depending on where employees are located. Evacuated employees should report to the rally point specified. Once at the assembly site, the supervisor or manager in charge will conduct a headcount to make sure all employees are safe.

Procedure for Emergency Shutdown of Operations: An emergency shutdown will be ordered from the highest-ranking supervisor or manager on site. No employee should risk any type of injury to accomplish this task. Employees participating in Emergency Shutdown should be trained in such procedures.

Multi-tenant occupancies: If an emergency occurs in a multi-tenant facility such as a manufacturing facility, university setting, project with multiple contractors, or the like, TAW's employee will evacuate the area and meet at the designated rally point. The host employer or controlling contractor will command emergency procedures.

Off-site Emergency Support: On-site emergency planning will be integrated with off-site emergency support. Emergency services providers as applicable and invited to visit the site and discuss associated hazards and emergency responses.

News Information: Only the designated manager will release information to any source of news media. **OWNERS WILL DETERMINE WHEN AND TO WHAT EXTENT INFORMATION WILL BE PRESENTED.**

Tornado Alert/Severe Weather Warning

In the event of a tornado or a severe weather warning, the following procedure will be put in place:

- A. Listen for the latest advisories on the radio.
- B. Post outlooks for outside observation.
- C. If necessary, initiate emergency shutdown procedures.
- D. Move personnel into designated safe assembly areas within the facility or site.
- E. After the tornado or severe weather passes, restore calm and check for injuries. Contact Safety/HR or project manager.

Hurricanes/Tropical Storms

In the event of a potential hurricane or tropical storm, the following procedures will be put in place by the highest available ranking member of the Emergency Control Committee:

- A. 36 hours prior to a possible hurricane or tropical storm, supervisors will begin to inventory all company tools, equipment, and leased equipment. An inventory list should be compiled (Appendix 4G) and provided to the appropriate project manager or designated office personnel.
- B. 24 hours prior to the possible hurricane or tropical storm, supervisors should take steps to secure tools and equipment. At this time as well, steps should be taken to secure the jobsite and office facility. This entails disposing of debris that could become airborne. Instructions will be provided by each division's general superintendent or manager concerning the release of rented equipment.
- C. Equipment that is installed should be secured to prevent potential damage and injury. Equipment that has yet to be installed should be secured within a structure or returned to the fabrication facility. If storing equipment in the fabrication facility, it should be tagged with the project name, project number, and date.
- D. At the end of the workday prior to the possible hurricane or tropical storm, supervisors are instructed to contact the project manager further instructions if they have not already been provided. If the hurricane or tropical storm occurs in the evening/night, supervisors are instructed to contact the project manager or Safety/HR prior to 6:00 AM for instructions. At this time, vital information regarding projects, safety conditions, and the like will be communicated.
- E. Field employees (mechanics, apprentices, and helpers) are instructed to contact their immediate supervisor for the relay of safety, project, and assignment information as soon as possible after the hurricane or tropical storm. In the case of an evening/night hit, employees are instructed to contact their supervisor 6:00-6:30 AM. If contact is not possible due to the severity of the storm, employees should call the business office for project, work, and safety information. If contact is unattainable, local media sources will be notified as a form of mass communication (specific local stations are listed in the Employee Handbook). Text messages and email alerts will be provided by Safety/HR or project manager to supervisors.
- F. All management personnel and others as directed should report regularly scheduled work as soon as possible after the emergency has passed. If this is not feasible, these employees are expected to contact Safety/HR or immediate manager as soon as possible.

Earthquake

An earthquake will usually occur without any type of warning. Due to the suddenness, all personnel should attempt to get into a doorway passage or under a table or desk.

NO ONE SHOULD GO OUTSIDE THE BUILDING. After an earthquake has stopped, the following procedure will be initiated:

- A. All employees should help restore calm to fellow employees as needed.
- B. Check for injured employees and administer first aid as required.
- C. Supervisory employees check for fires, and shut off all gas, electricity, and water at main controls.
- D. Supervisory employees check the building for structural damage. If any major structural damage has occurred, evacuate all employees from the building.
- E. Supervisory employees notify proper utility companies or other services as needed.

Threat

In the event of a threat, the following procedures will be followed:

- A. The employee receiving the threat should alert his/her immediate supervisor who will immediately contact Safety/HR or project manager.
- B. Managers will determine the appropriate procedures to be taken among the following:
 - 1) Begin immediate facility or jobsite evacuation to outside assembly areas
 - 2) Lock-down; secure in place
 - 3) Contact the proper law enforcement agencies.
 - 4) Contact the fire department, depending upon the nature of the threat.
 - 5) Do not permit re-entry until the building or jobsite has been searched and declared safe by the authority having jurisdiction.

Fire Alert

- A. In the event of a fire, any T.A. Woods Company employee who becomes aware of the condition will use an alarm to alert others in the facility or jobsite to the emergency.
- B. Personnel designated to use fire suppression equipment will remain in the building to attempt to strike the fire. If a fire has moved beyond an incipient stage, (a localized, non-structural fire such as a wastebasket) those personnel will immediately evacuate the building and move to the designated rally point for a

headcount. In no case will company personnel attempt to fight a fire past the incipient phase or one that has the possibility to move past the incipient phase.

- C. Upon hearing the alarm, all personnel not designated will immediately evacuate the building and gather at the designated rally point for a head count and directives.
- D. Only those personnel designated will remain in the building to ensure the orderly evacuation of the building, alert fire protection authorities and other significant entities (owner, general contractor) to the fire, and shut down equipment that may exacerbate a fire condition.
- E. It is the responsibility of all employees to prevent fire. Listed below are general items to take in consideration to accomplish this objective.
 - 1) Extinguish all cigarettes in their proper place.
 - 2) Do not have an open flame around any type of chemicals, paints, solvents, or other flammable materials.
 - 3) Make sure all hand-held torches are extinguished when not in use.
 - 4) Do not put any type of hot object in trashcans.
 - 5) Workplace items that are considered flammable:
 - a. Paint and paint solvents
 - b. Mineral spirits
 - c. Alcohol
 - d. Propane tanks for fork trucks
 - e. Oxygen and acetylene tanks
 - f. Hydraulic oil
 - g. Grease
- F. All welding operations will be done in a ventilated, designated area unless authorized. A fire extinguisher will be immediately available in case of an emergency. A fire watch of no less than 30 minutes will be in effect for all hot work tasks.

Workplace Violence

Workplace violence is defined as:

- Violence by strangers in which the assailant has no legitimate business relationship to the workplace. Usually a robbery or another criminal act is committed
- Violence by customers or clients
- Violence by co-workers
- Violence by personal relations, such as domestic violence that comes into the workplace

For purposes of ensuring a level of safety and security for all T.A. Woods Company employees, the following procedures to address workplace violence will be observed at all project and facility locations:

- A. Non-supervisory personnel are not required, nor shall attempt, to act or intervene in cases involving workplace violence.
- B. To the extent that acts of workplace violence are reasonably foreseeable, company managers and supervisors are required to immediately report such findings to Safety/HR.
- C. Any employee, upon learning about or having reasonable suspicion of an act of workplace violence, will notify a supervisor immediately. Based on a reasonable determination of the gravity of information supplied by the employee, the supervisor will alert Safety/HR or project manager. The level of emergency actions to be undertaken will be determined by Safety/HR or project manager. This will range from contacts to appropriate authorities to evacuation of the facility or jobsite in a manner consistent with the threat procedures set forth above.

Hazardous Chemical Releases or Spills

- A. For purposes of this procedure, a hazardous chemical release or spill is defined as the release or threat of a release of a quantity of a hazardous chemical of sufficient quantity to pose a safety or health hazard to workers or the environment. This procedure does not address work locations covered under Title 29 Code of Federal Regulations, Part 1910.120 (Hazardous Waste Operations) where T.A. Woods Company personnel may be performing contracted work in connection with hazardous waste remediation project.
- B. When company fieldwork is to be performed at a hazardous waste remediation project covered by OSHA Part 1910.120, specialized training is required for our employees. Before work on such project is bid, the Safety/HR will be contacted to determine the required level of training and owner/controlling contractor interface.
- C. At facilities or project sites, where a quantity of hazardous chemical, sufficient to pose a safety or health hazard to our workers, is spilled or released by TAW personnel, the local 911 emergency number (Haz-Mat), facility representative or emergency number as directed by the host or controlling employer will be called and all personnel evacuated from the building. All TAW employees will meet at the designated rally point to ensure all are accounted for and to receive directives. No one will be allowed to re-renter the building until the authority having jurisdiction permits re-entry. **No T.A. Woods Company employee shall respond to this type of emergency.** The superintendent will contact TAW Safety/HR and/or project manager once all employees are safe. Refer to *Chapter 5 Accident Reporting, Documentation, and Record Keeping* to ensure documentation and investigation procedures are followed.
- D. At facilities, where the company is made aware that a quantity of hazardous chemical, sufficient to pose a safety or health hazard to our employees, is spilled or released, but caused by an entity outside our workplace (derailment, tanker

truck accident, etc.) the host employer or controlling contractor will initiate emergency procedures. All TAW employees will meet at the designated rally point to ensure all are accounted for and directives will be provided.

6.6 FIELD EMERGENCY ACTION PLANS

- A. Before work is initiated, a project-specific emergency action plan will be developed. The plan will include all of the procedures set forth in Exhibit 4E (Job Site Emergency Action Plan) or other format as determined by the host employer or controlling contractor.

- B. At facilities or sites where a host employer or controlling contractor has an emergency action plan in place, T.A. Woods Company's job-specific emergency plan will be reviewed with that entity to determine which is more effective in protecting employees. Exhibit 4E of this chapter will be used in determining all of the elements of an effective emergency action plan are in place. Company personnel will receive instruction in the host employer's or controlling contractor's procedures as applicable.



PRACTICE EMERGENCY EVACUATION DRILL

A practice emergency evacuation drill was conducted with the following participants
on _____.
Date

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Comments _____

Supervisor Signature

Date



THREAT CHECKLIST

Instructions: Be calm and courteous. Listen, do not interrupt caller. Attempt to get as much information as possible.

1. Name of caller: _____

2. If no name provided, characteristics of the caller:

Male _____ Female _____

Adult _____ Juvenile _____

Distinguishable speech patterns: _____

Background noises: _____

Other information: _____

3. What is caller threatening to do: _____

When will it happen: _____

Additional Information: _____

*****While on the phone, have another TAW employee call 911 and advise of situation. ****



EMERGENCY CONTACT

The exact address of this job _____

Fire Department _____

Police Department _____

Nearest Medical _____

County Sheriff _____

Site Security _____

Gas Company _____

Electric Company _____

Water Department _____

Weather Report _____

JOBSITE EMERGENCY ACTION PLAN

JOB SITE _____

WORK DESCRIPTION _____

ITEMS TO BE COVERED:

1. General disasters such as fires, explosions.
2. Emergency spills or leaks of fuels or other hazardous substances.
3. Civil disturbances, such as riots or strikes, and workplace violence.
4. Natural disasters such as floods, tornadoes, severe thunderstorms, lightning, earthquakes, or hurricanes.
5. The methods by which all types of emergency situations are announced.
6. The method of reporting fire, spills or leaks of fuels or other hazardous substances to the facility, local emergency response and safety agencies.
7. Identify personnel and agencies that will provide rescue and/or medical services as required.
8. Procedures to be followed by employees who must remain in place to shut down critical equipment before they can evacuate.
9. Procedures to account for all employees when an evacuation takes place, including location of assembly areas.
10. The location of names and phone numbers of individuals to contact for additional information about the Emergency Action Plan.
11. Procedures to be used to train and ensure that all employees understand the Emergency Action Plan and the part they may play in its execution.

Emergency Action Procedures:

1. **General disasters, fires, explosions, etc:**

All employees must stop work in a safe manner and go to the designated evacuation area. Once everyone is in the rally area, the supervisor will do a headcount to make sure all employees are accounted for. Work will not commence until the host employer or controlling contractor has deemed the area to be "SAFE TO WORK".

2. **Emergency spills or leaks of fuels and/or hazardous substances:**

Any type of an emergency spill will be reported to the supervisor immediately. The supervisor will contact the appropriate personnel.

3. Civil Disturbances, riots, strikes and workplace violence:

All employees report to their supervisor. The supervisor will then instruct the employee of what action to take. Example: Leave job site or stay in building/trailer, etc.

4. Natural disasters such as floods, tornadoes, severe thunderstorms, earthquakes, lightning, hurricanes, etc.

Upon the start of high winds, lightning, or tornado warning, immediately leave the scaffold, aerial lift, or ladder in a safe manner. Seek the appropriate safety shelter. In case of a tornado, seek shelter in the basement of the building or tornado shelter areas, small room, stairwell, closet, etc.

5. Announcing Emergency Situations:

An emergency horn/alarm/signal will be kept by a designated employee to alert employees of an emergency. When a mechanical alarm is unnecessary by virtue of the project's size or arrangement, verbal communication will be used.

6. Method of Reporting Incidents:

T.A. Woods Company supervisors will report to the host employer or controlling contractor as well as TAW Safety/HR and project manager.

7. Project Information / Emergency Information:

The appropriate poster will be posted to identify personnel and agencies that will provide appropriate emergency response.

8. Procedure to Account for Personnel:

Supervisor will ensure all TAW employees know the designated rally point and must take a headcount and name check off using timesheets or sign in log to ensure all employees are accounted for.

9. Identification / Information:

Name and phone numbers of individuals to contact for additional information about Emergency Action Plan.

10. Employee Training:

The supervisor or designated personnel will go through the Emergency Action Plan with employees and make sure they understand it and their responsibilities to follow it in an emergency situation. (Exhibit 4D).

JOB SITE EMERGENCY ACTION PLAN

JOB SITE EMERGENCY TELEPHONE NUMBERS

The exact location of this job is: _____

Contact phone number: _____

Fire Department _____

Police Department _____

Ambulance _____

County Sheriff _____

Poison Control _____

Civil Defense _____

Gas & Electric Company _____

Water Department _____

Weather Report _____

PLANT / FACILITY EMERGENCY TELEPHONE NUMBERS

Security _____

Control Room _____

Mechanical _____

Fire / Rescue _____



EMPLOYEE TRAINING DOCUMENTATION FORM
For Job Site
EMERGENCY ACTION PLAN

By signing my name below, I am stating that:

I have been properly trained in the Emergency Action Plan being used for this job site. I understand the contents of this plan and what my responsibilities are in case of an emergency situation.

Name of job site

Name of employee

Signature

_____/_____/_____
Date

Emergency Plan Site Inventory

Superintendent/Site Supervisor: _____

Project: _____

Date: _____

| TOOL/EQUIPMENT | OWNED/LEASED | LEASING VENDOR | SERIAL #/MODEL |
|----------------|--------------|----------------|----------------|
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Superintendent/Site Supervisor's Signature: _____

General Superintendent's Signature: _____

Date: _____

Notes: _____

